



Office of Management's Monthly Newsletter

The Beacon

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Ronald Hicks, Deputy Administrator

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e-mail: fsis.servicebeacon@usda.gov

bea- con (bê' ken) *noun*

A signaling or guiding device, such as a lighthouse, located on a coast. A source of guidance or

FROM THE ADMINISTRATOR

Salute to Our Veterans

by Tom Billy

Next month, we have an opportunity to remember those coworkers, family members, and friends who have served our country so well and so courageously in times of war. November 11 is a day dedicated to all veterans--the veterans who mean so much to us in our everyday lives or hold a special place in our family memories. Whether these veterans are colleagues in FSIS who may have served in Vietnam, the Gulf War, or other more recent conflicts or peacekeeping missions, or whether they are a brother or sister, parent or grandparent of one of us who served in Korea or one of the "great wars," we need to take a moment to reflect on their important sacrifices.

As we celebrate this Veteran's Day holiday, let us take time to think about the commitment of these brave men and women who have served or are serving in the Nation's military to protect our country or preserve peace around the world. You may choose to participate in formal ceremonies to recognize those no longer with us, visit one of the military memorials, talk over old memories with friends and family, or spend a moment of silence, but whatever you do, take some time to honor the approximately 50 million

men and women who have served in our Nation's Armed Forces (over 40 million of them under hostile conditions). Pause to reflect on those contributions of the veterans in FSIS who have fought or stood "at the ready", to defend the freedoms and values that we take for granted every day. And if you have an opportunity, express our gratitude for their contributions.

RON'S CORNER

Implementing Recommendations Will Improve Food Safety: Report of the Task Force on the Future Role of the FSIS Veterinarian

by: Ron Hicks

*Acting Associate Administrator and
Cochair, Task Force on the Future
Role of the FSIS Veterinarian*

On September 5, Administrator Tom Billy issued the final report of the task force on the future role of the FSIS veterinary medical officer. He noted, "I hope you will read the enclosed report with as much interest and enthusiasm as I did." Billy also noted, "The results identify ways to improve the Agency, as well as the contributions of veterinarians and all other members of the FSIS workforce. Most importantly, implementing the recommendations in the report will contribute immensely to public health and food safety." The recommendations in the task force report of course are of great interest to the Agency's

approximately 1,100 veterinary medical officers. However, they are expected to be useful to the other task forces and working groups addressing various pieces of the "workforce of the future" puzzle. And, every FSIS employee who would like to know more about the food safety "big picture" will find the report valuable.

The task force convened in 1999 included veterinarians from inside and outside FSIS. It also included FSIS management personnel and persons affiliated with the educational community, non-governmental organizations and foreign governments. The group met several times during 1999 and, in February 2000, FSIS held a public meeting and solicited comments on the draft report. Dale Boyle of the National Association of Federal Veterinarians and Ron Hicks, Deputy Administrator for Management, co-chaired the group.

Administrator Billy asked the task force to explore how FSIS can better utilize our veterinarians to improve the Nation's public health, and to look beyond current statutory

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and regulatory limitations. (More information on the Administrator's charge to the group is available in the full report.)

The task force's final recommendations (more than 50) cover five major issues. Inset A captures the main points the task force was trying to convey for each of the five major issue areas. Some of the key recommendations under each issue are listed below.

1. *Defining the role of the FSIS veterinarian (inside/outside plant environment):*
 - Redefine the responsibilities of veterinarians to allow adequate time for food safety activities for HACCP implementation.
 - Define, clarify and expand the in-plant veterinarian's role as a systems manager with overall responsibility for assessing data on incoming animals, materials and in-plant activities.
 - Base inspection oversight on an assessment of public health risk.
 - Identify and communicate career tracks for the FSIS veterinary workforce.
2. *Education, training, recognition and recruitment:*
 - Develop a robust continuing education and training program in both traditional and non-traditional specialties to maximize the value of employees, including veterinarians.
 - Reserve a budget for 10 percent of the workforce to be in employee development, training, education or teambuilding at any given time. Maintain an encumbered educational fund dedicated to enhancing traditional and non-traditional skills and knowledge activities to ensure availability of needed proficiency within the Agency. These skills should include leadership and staff skills necessary for developing and implementing public health policy, risk analysis, and food

safety initiatives, with both domestic and international focus.

3. *Development and refinement of partnerships:*
 - Develop cooperative agreements and memoranda of understanding with other Federal food safety agencies, including specific activities and resource provisions for enhancing public health goals. Veterinarians may be important members and leaders in these partnerships.
 - Identify and staff official veterinary liaison positions in FSIS partnerships with other Federal agencies, State food safety programs for animal production, and State food inspection programs. Encourage participation of FSIS field veterinarians and District Office veterinary epidemiologists in Federal/State partnerships with identified liaison positions and in animal production level partnerships. Job descriptions for FSIS OPHS field epidemiologists should include these duties as a critical performance element.
4. *Information management centered around animal identification:*
 - Establish a working group from key commodity groups, agencies, industry and academia to determine gaps in existing food safety and animal health surveillance efforts and to understand the needs and resources available from the farm-to-table continuum. This working group should address issues such as confidentiality, data ownership and use of information.
 - Enable an integrated surveillance system to provide data for early detection of emerging pathogens and bio-terrorism threats, evaluate quality assurance programs, and monitor food safety program progress and effectiveness.

5. *Veterinary contributions to international credibility:*
 - Develop and fund an FSIS technical unit to describe and justify the U.S. system of controls, stay abreast of international initiatives and/or innovative ideas, gather international food safety data, and work cooperatively with the technical agencies of foreign countries.
 - Provide a continued veterinary medical presence in appropriate locations to interact with international organizations on public and animal health issues.

Inset A

The task force report on the future role of FSIS veterinarians captures overarching themes in the issue statements for each of the five groups of recommendations.

1. Defining the role of the FSIS veterinarian

Issue statement: FSIS must define the roles of FSIS veterinarians to meet the challenges of HACCP implementation within the farm-to-table continuum and to fulfill their functions as FSIS public health officials.

2. Education, training, recognition and recruitment

FSIS must clarify, expand and promote a wide range of educational opportunities for veterinary public health professionals. The Agency needs to change how it recruits, develops, and recognizes highly qualified veterinarians in order to become the "employer of choice."

3. Partnerships

Partnering with diverse farm-to-table stakeholders is necessary to achieve the common goal of a safe, wholesome and affordable food supply. National, State and local government agencies need to

interact to expand food safety activities and services from farm to table. Veterinarians can contribute important skills in these partnerships.

4. Information management systems and animal identification

Current gaps in food safety systems limit public and private efforts to fulfill their food safety missions. Issues of scarce resources, confidentiality, jurisdiction and expensive technologies have maintained these data gaps. Public and private interests must coordinate efforts to collect necessary data in a similar manner in order to integrate information for development of sound, science-based food safety policy and identification of research and educational needs.

5. Veterinary contributions to international credibility of FSIS

FSIS needs to develop and maintain stronger international relationships, which complement the increasing global movement of safe food. A cadre of scientific and veterinary expertise needs to more frequently interact with the relevant technical experts and regulatory managers working on related issues overseas. In turn, these people need to be more actively and directly involved in both market access negotiations and ensuring that appropriate systems are put in place to monitor/deliver whatever is negotiated.

VDIP

How Conflicts Escalate

by Kathy Welsh

Telephone: 202-720-5657

Milo Christianson

Telephone: 612-370-2000

Labor and Employee Relations Division

As a conflict escalates in intensity, a relatively predictable sequence of

events generally occurs. This sequence, which may occur over a short or long period of time, looks something like this:

- **Intense Feeling Develop.** Conflict generally begins with the development of intense feelings. These feelings, at least in the beginning, may not be apparent to the outsider.
- **Positions Harden.** A position is what a person wants to resolve the conflict. The longer a situation continues without resolution, the more entrenched positions become and, therefore, the more difficult resolution becomes. One goal of conflict resolution is to move the parties away from hard positions toward mutual interests that can serve as a basis for resolution.
- **Dehumanizing Occurs.** At this point, people begin to look for character flaws in each other. Once found, they are continually reinforced. Mistrust grows, specifics are replaced by generalities, and the parties involved begin to see things in absolutes (e.g. – good v. evil).
- **Desire to Punish Emerges.** The concern for self leads to retaliation. There are growing accusations, and possibly even threats, between the parties.
- **Communication Deteriorates.** When this happens, the individuals involved in the conflict not only stop talking, they may go out of their way to annoy each other. For example, they may play mean tricks on each other or make each other the focus of office gossip. At this stage each party may also try to persuade co-workers to take sides. As a result, the conflict negatively impacts more and more people.

The goal of conflict resolution is to break this cycle. The earlier that this can be done, the more likely that resolution will be achieved. Once communication between people has been seriously restricted or terminated, resolution is far more difficult to achieve, and it is likely that the intervention of a third party will be necessary.

CIVIL RIGHTS

Hispanic Employment Program

by Noemi Pizarro Hyman

Civil Rights Division

Telephone: 301-504-7753

Have you ever wondered, "What is the Hispanic Employment Program and what is the function of the program manager?" Well, here are the answers.

The Hispanic Employment Program is an integral part of the Federal government-wide Equal Employment Opportunity Program which was established as a result of Executive Order 11478 in 1969. It was brought into existence under the name of the "Sixteen Point Program" and highlighted sixteen major employment issues addressed in the Executive Order. On January 23, 1973, the Program was renamed the "Spanish-Speaking Program" to emphasize bilingual skills. It was again renamed on February 28, 1978, to the "Hispanic Employment Program" or HEP, as it is commonly known.

HEP's main objective is to focus specific attention on the needs of Hispanic Americans in all areas and at all levels of the Federal government. Other objectives include the elimination of discriminatory practices, adverse action and disparate treatment in the workplace, and ensuring that information on employment, training and educational opportunities is provided to Hispanics seeking such opportunities.

As the Agency's Hispanic Employment Program Manager, I am responsible for:

- Advising management officials about special employment concerns of Hispanics.
- Monitoring and assessing the status of Hispanics in employment and program services by reviewing data that includes training, promotions, personnel turnover, discrimination complaints and other employment related matters.
- Assisting in identifying problem areas impeding the selection and advancement of Hispanics, and recommending methods of overcoming these barriers.
- Assisting in the development and implementation of various EEO plans.
- Publicizing and promoting the Hispanic Employment Program.
- Assisting with the development and implementation of Affirmative Employment Program Plans as they relate to Hispanic recruitment and employment.
- Assisting in the Agency's outreach and recruitment efforts.

In September 1997, the Office of Personnel Management (OPM) announced the Hispanic Employment Initiative. In her memorandum to Heads of Executive Departments and Independent Agencies, OPM Director Janice R. LaChance emphasized that, "Hispanics make up only six percent of the Federal workforce, roughly half their representation in the civilian labor force." She further stated, "In the Executive Branch, Hispanics are underrepresented in 95 percent of the Executive Departments and

Independent Agencies with 500 or more employees." Additionally, in the Senior Executive Service, Hispanics represent 2.3 percent of senior management.

Although advances have been made, much work still needs to be done for Hispanics to reach parity. Thus, we must continue to create innovative ways to identify resources that will enhance FSIS' capability to recruit, retain and train this group of Americans. It is important to assert that the HEP does not seek preferential treatment but rather seeks to ensure that Hispanics have equal access to employment opportunities related to hiring, promotion, training, education, awards and recognition.

I look forward to forming a meaningful alliance with Agency officials to ensure the success of the Hispanic Employment Program in FSIS. If you want to know more about the HEP or how you can get involved, please contact me at 301-504-7756 or by e-mail (noemi.hyman@usda.gov).

Authorities in support of the Hispanic Employment Program include:

- The Civil Rights Act of 1964, prohibits discrimination in employment
- Executive Order 11246 (1965) directing Federal contractors to take affirmative action
- Executive Order 11478 (1969) on equal employment opportunity
- President Richard M. Nixon's official statement of November 4, 1970, establishing the foundation for the Hispanic Employment Program
- Provisions of the Equal Employment Opportunity Act of 1972 (Public Law 92-261, March 1972)

- Civil Service Reform Act of 1978 (Public Law 95-454) establishing the Federal Equal Opportunity Recruitment Program which requires Federal agencies to conduct affirmative recruitment of minorities and women
- Title 5, CFR, Part 700, Section 720, Affirmative Employment Programs
- Title 29, CFR, Part 1614, Federal Sector Equal Employment Opportunity

OCCUPATIONAL SAFETY AND HEALTH

Biologically Derived Air Contaminants

by Laurie Segna

Administrative Services Division

Telephone: 301- 504-4249

Biologically derived air contaminants are airborne particles composed of or derived from living organisms (collectively known as bioaerosols). Bioaerosols include microorganisms (such as culturable, non-culturable, and dead microorganisms) and fragments, toxins, and particulate waste products from all variety of living things. In addition, chemical compounds such as the volatile organic compounds that organisms release are also considered to be biologically derived air contaminants.

Permissible Exposure Limits (PELs) and Threshold Limit Values (TLVs) exist for certain substances of biological origin, including cellulose; some woods, cotton and grain dusts; nicotine; pyrethrum; starch; subtilisins (proteolytic enzymes); sucrose and vegetable oil mist. However, there are no exposure limits currently recognized for most microorganisms (both infectious and non-infectious) or their metabolic or waste products. With the exception

of exposures to bloodborne pathogens (pathogenic organisms that are present in human blood and can cause disease in humans), the Occupational Safety and Health Administration (OSHA) has not developed regulations applicable to exposure to biological hazards.

Occupational exposure limits have not been established for bacterial or fungal bioaerosols due to the fact that many of these organisms are commonly found in nature (both in indoor and outdoor environments), so all persons are repeatedly exposed, on a daily basis, to such materials outside of the workplace. In addition, human responses vary widely from exposures to the same type or concentration of organisms (ranging from no effects to serious diseases). At present, the information available to relate culturable or countable bioaerosol concentrations to health effects is generally insufficient to describe exposure-response relationships. Therefore an appropriate exposure limit for one person (for a given bioaerosol) may be entirely inappropriate for another.

Future articles will discuss some approaches that are currently recommended for the assessment of exposures to bioaerosols.

Safety and Health—Employee Rights

by Tom Wright

*Administrative Services Division
Telephone: 301-504-4246*

Employee rights can be found in the following documents:

29 CFR 1960.10, .17 and .46

Chapter 1, Section 6 of the USDA Safety and Health Manual
Article XIII of the Collective Bargaining Agreement between FSIS and the National Joint Council of Food Inspection Locals

FSIS Directive 4791.1, Basic Safety and Health Program including the FSIS Safety and Health Poster

FSIS Directive 4791.12, Reporting and Correcting Occupational Hazards

Employee rights:

Employees have the right to report unsafe working conditions to appropriate officials. The name of the employee making the report will be kept confidential if requested.

Employees shall be authorized official time to participate in occupational safety and health activities.

No employee shall be subject to restraint, interference, coercion, discrimination or reprisal for filing a report of an unsafe or unhealthful working condition, or other participation in FSIS occupational safety and health program activities, or because of the exercise by such employee on behalf of himself or herself or others.

An employee has the right to decline to perform his or her assigned task because of a reasonable belief that, under the circumstances the task poses an imminent risk of death or serious bodily harm coupled with a reasonable belief that there is insufficient time to seek effective redress through normal hazard reporting and abatement procedures.

Employees and their representatives shall have access to copies of applicable OSHA and other recognized standards and regulations; FSIS safety and health policies and directives; and accident, injury and illness statistics of the USDA.

Employees have the right to comment on alternate safety and health standards under consideration.

The NJC will be notified whenever FSIS schedules a safety review of an installation within the bargaining unit and arrangements will be made

to permit an NJC representative to accompany the FSIS safety official on the review.

HUMAN RESOURCES

Help Is As Close As Your Telephone

At some point in your life you, or someone close to you, may be confronted by a serious personal problem. Thinking or talking about problems can be a difficult thing. It is important to realize no problem is too small. If a problem keeps you from fulfilling your responsibilities and handling daily problems, then it is imperative that you solve it. The sooner you seek help, the sooner you'll find a remedy.

Do you know where to find assistance? Under the auspices of Green Spring Health Services, Inc., FSIS provides you with a confidential, free of charge Employee Assistance Program (EAP). This program is available 24 hours a day to help you and your family members. Green Spring Health Services, Inc. is a "full service behavioral health care company." The company was founded and is directed by clinical psychologists and psychiatrists.

The Employee Assistance Program is prepared to address a wide variety of problems and difficulties. Green Spring can help you with work and family issues, personal and emotional concerns, family/relationship difficulties, occupational adjustments, alcohol and drug dependencies, spousal/child/parent abuse and many other problems and issues.

How can you contact the EAP Services? You can call the Green Spring toll free EAP Line 14 hours a day at 1-800-523-5668. The TDD line for the hearing impaired can be reached at 1-800-882-7610.

If you would like more information regarding the Employee Assistance Program, please contact Roslyn Robinson in the Employee Relations Branch at 202-720-4937 or by e-mail to Roslyn Robinson.

Now That You've Asked!

by Nancy Russell

Telephone: 202-720-7983

You will soon have an opportunity to respond to an all-employee survey addressing many areas of interest and concern in your work environment, such as what you think of your job, the organization, leadership, communication, work-family life, etc. Your responses will contribute to positive changes for FSIS employees now and in the future.

The U.S. Office of Personnel Management (OPM) will administer this survey for FSIS. Employees with computer access will receive the survey via email and others will receive the survey in the mail at their home address. Once you have completed the survey, you will mail it directly to OPM. They will compile the responses and make recommendations for improvement based on your responses. FSIS will not see any individual responses. Your anonymity is guaranteed.

So, now's your chance to be "a part of the solution" in FSIS. Completing the survey is voluntary; however, your participation in this survey could have a powerful impact on our future. We need to work together to identify what's working and what's not in our organization. We must focus our valuable human and financial resources and develop a plan that improves the quality of work life for every employee.

So, watch your mail for your opportunity to TELL IT LIKE IT IS!

Rotational Assignment Program

FSIS has taken a new step towards developing our future executive core talent. In partnership with our

Agency executive team, the Human Resources Division recently announced a new Rotational Assignment Program (RAP) to all GS-14 and GS-15 level employees to work in the Office of the Under Secretary or the Office of the Administrator on a 60-day assignment. These assignments will be structured to develop core leadership competencies such as decisiveness, influencing/negotiating, external awareness, flexibility, and political savvy. This will be an opportunity for participants to work on projects to gain visibility and to experience first hand how Agency decisions are made at the executive level. RAP will also help the Agency in its succession planning efforts. The application process closed on September 29th. Applications are now being evaluated for selection. The Agency intends to continue this program on an annual basis. If you have any questions about the program, please contact Pattie Schulke in the Employment Services and Policy Branch on 202-720-9121

August/September Retirements

LaDonna H. Baker, FI, OFO, Monticello, MN, 09/02/00, 21 Years
Nagla H. Bradley, SVMO, OFO, Berlin, MD, 09/02/00, 23 Years
Jo Ann Brown, FI, OFO, Monett, MO, 09/01/00, 5 Years
Robert H. Browne, CSI, OFO, San Francisco, CA, 09/02/00, 31 Years
James, L. Christensen, CSI, OFO, Portland, ME, 08/31/00, 33 Years
John H. Darling, CSI, OFO, Humphrey, NE, 08/26/00, 19 Years
Mattie B. Eberhart, Lab Support Worker, OPHS, Athens, GA, 09/02/00, 19 Years
Revoir W. Fewkes, Jr., FI, OFO, Meridian, ID, 08/19/00, 30 Years
Carolyn A. Francisco, Secy OA, OM, Minneapolis, MN, 29 Years
Marvin L. Freeman, CSI, OFO, Paxton, IL, 08/26/00, 38 Years
Gary A. Gilliland, CSI, OFO, Blountsville, AL, 08/26/00, 34 Years
Walter W. Goesch, FI, OFO, Schuyler, NE, 09/09/00, 25 Years

Donald V. Johnson, FI, OFO, Springfield, MO, 09/09/00, 15 Years
Beverly A. Judd, FI, OFO, Modesto, CA, 08/30/00, 31 Years
RosaLinde Lindner, FI, OFO, Long Prairie, MN, 08/31/00, 12 Years
Edward B. Locke, FI, OFO, Logansport, IN, 08/26/00, 5 Years
William C. Madson, FI, OFO, Omaha, NE, 09/01/00, 29 Years
Gerald T. Morrison, CSI, OFO, Quincy, MI, 09/02/00, 23 Years
Larry G.A. Marshall, CSI, OFO, Steamboat Springs, CO, 09/01/00, 32 Years
Thomas G. Pagnotta, CSI, OFO, Hauppauge, NY, 09/02/00, 30 Years
Donald G. Schneider, CSI, OFO, Dayton, OH, 08/12/00, 25 Years
Joyce M. Schultz, File Clerk, OM, Minneapolis, MN, 08/26/00, 3 Years
Edward A. Sexsmith, SVMO, OFO, Boise, ID, 08/31/00, 37 Years
Harry N. Smith, CSI, OFO, Nashville, TN, 08/25/00, 37 Years
Robert L. Treinen, SVMO, OFO, Marshalltown, IA, 08/31/00, 7 Years
H. Roderick Voris, VMO, OFO, North Platte, NE, 09/02/00, 20 Years

Questions related to retirement or this listing should be referred to the Human Resources Field Office on 1-800-370-3747.

Leave Transfer Recipients

1. Jackie Copeland
OFO, DC; Illness
2. Annie Stewart
POB, MN; Serious Illness
3. Linda Cole
OPPDE, DC; Serious Illness
4. Stephanie Showell
OFO, DE; Family Illness
5. Linda Carey
EMS, DC; Surgery
6. George Olson
OFO, MN; Family Illness
7. Betty Morgan
OFO, AR; Family Illness
8. Carolyn Woolfolk
OFO, DC; Surgery
9. OFO-99-0027
OFO, NC, Surgery
10. Tammy Love
OFO, AR; Surgery
11. Sue Engels
OFO, IA; Family Illness

12. Aurbrey Tribble
OFO, FL; Serious Illness
 13. Jacqueline Bonner
OFO, AL; Surgery
 14. John French
OFO, GA; Family Illness
 15. Tommie Olson
OFO, NE; Surgery
 16. Clement Grangier
OFO, MD; Serious Illness
 17. OFO-99-0047
OFO, IA; Surgery
 18. Mark Spear
OFO, AL; Surgery
 19. Dunita Harris
OFO, TX; Maternity
 20. James Layman
OFO, OH; Serious Illness
 21. Karen Wesson
OFO, DC; Surgery
 22. Brandy Blevins
OFO, CA; Serious Illness
 23. Vandora Hampton
OFO, VA; Serious Illness
 24. OFO-00-0006
OFO, AL; Illness
 25. OFO-00-0007
OFO, AL; Surgery
 26. Jamie Zysset
FO, KS; Maternity
 27. OFO-00-0010
OFO, GA
 28. Gordon Jones
OFO, TN; Serious Illness
 29. Randy Haggard
OFO, TX; Serious illness
 30. Robert Butler
OFO, MS; Surgery
 31. Ralph Bowen
OFO, NE; Serious Illness
 32. Deana Hall
OFO, AR; Maternity
 33. Frankie Beacorn
FO-OO-0020
 34. Judith Terry
OFO, AL; Serious Illness
 35. OFO-00-0022
OFO, MI; Serious Illness
 36. Earnestine Smitherman
OFO, TX; Surgery
 37. Cynthia Sherman
OFO, DC; Serious Illness
 38. Thomas Gorka
OFO, IL; Serious Illness
 39. Eusebio Galindo
OFO, TX; Serious Illness
 40. Denise Barnes
OFO, DC; Surgery
 41. Luan Hamar
OFO, CA; Surgery
 42. Ruth Catlett
OFO, AR; Serious Illness
 43. Iris Sissell
OFO, MO; Surgery
 44. Becky Schneider
OFO, CO; Illness
 45. OFO-00-0030
OFO, WV; Surgery
 46. Nancy Clyburn
OPHS-DC-Surgery
 47. OFO-00-0034
OFO, NJ; Surgery
 48. Jerry Castleberry
OFO, GA; Surgery
 49. Beverly Winston
OFO, GA; Maternity
 50. OFO-00-0036
OFO, SC; Surgery
 51. Barbara Males
OFO, NY; Serious Illness
 52. Donald Palmer
OFO, KS; Family Illness
 53. OFO-00- 0042
OFO, AL; Surgery
 54. Leslie Buzzell
OFO, ME; Surgery
- *While not consenting to the publication of their names, certain LTP recipients are assigned a number that they may provide to their co-workers if they choose so that donated leave may be transferred to their account. Any questions on the LTP should be referred to the Human Resources Field Office on 1-800-370-3747 for field employees and to the Classification and Compensation Branch for HQ employees on 202-720-6287.

SUPPLIES

Move of the Field Supply Center
by Pete Bridgeman
Administrative Services Division
Telephone: 301-504-4222

Everything is still on target for the Landover Service Center to relocate to Beltsville, MD. The move is planned for November 15, 2000. Naturally, it will no longer be called "The Landover Service Center", or

"Landover". For the purposes of our field customers, you can refer to it as the "Field Supply Center", "FSC", or simply "Supply". The new address will be:

USDA, FSIS, FIELD SUPPLY
CENTER (FSC)
11711 Maryland Ave East
Beltsville, MD 20705

While everything is being done to plan for a smooth transition, you may expect some delays in the processing of orders during the month of November. But please, don't panic. We are assured that we won't experience the kind of delays we had last winter when they put the new system in place.

The emergency/inquiry number, 1-800-714-8335, will remain the same. This is the number to use for any inquiries into the status of orders, questions regarding supplies, forms, specialty items or the system, itself, as well as for placing emergency orders.

All mail sent to the old address will be forwarded by the post office to the new location for the first year in the new location. If you still have a number of envelopes with the Landover address on them, you can use them for the next year. You may want to use a label over the old address with the new address, instead of discarding the old envelopes. We will have envelopes with the new address available by the end of November. The number for these envelopes is FSIS 1400-90, and the unit of issue is each.

We are working on a new catalog that we hope to have ready for distribution by the end of November. We will make this catalog available both in printed form and electronically.

Although the electronic ordering system is in place on Landover's web page, they are still working out some communication-link "bugs" between the web page and their own internal ordering system. While

they are able to receive orders placed through the web page, they don't go automatically into their system yet. They still have to print them out and then input them into their system. Once they have these bugs worked out, they'll give us the green light to open up electronic ordering to the field. We'll keep you posted on these developments.

Canadian Export Certificates (FSIS 9135-1) for Year 2001

The Year 2001 Edition of the FSIS 9135-3, Canadian Export Certificates, will be in stock at the end of this month. All orders sent in for these forms after 10/31/00 will be filled with the 2001 version of the form. Please do not wait until the end of December to order your 2001 forms, when it becomes an emergency.

If, after November 1, you have need for any more of the 2000 version of this form, please call the 1-800-714-8335 number and specify that you need the 2000 version. We will have a small supply of them set aside for this purpose.

New Style of Ear Plugs - FSIS-71

We recently received an Employee Suggestion from Inspector Micki Duncan of the Springdale District, and an e-mail suggestion from Inspector Frank Thomeczek of the Des Moines District. Both suggested that we stock yellow foam ear plugs (E.A.R.) with the cord. Although we do stock several varieties of corded ear plugs, a lot of employees prefer this style of foam plug, but we only had this style available in the cordless variety. We will add this type of ear plug to our inventory as a new option for hearing protection. The Item Number is FSIS-71, Description "Yellow Foam Corded Ear Plug", and the Unit of Issue is EA (EA being one pair). We will also continue to stock the yellow foam plug without the cord, FSIS-12FOAM, for those who prefer the cordless style. We will also

continue to stock all other varieties of hearing protection available. Thanks to Inspectors Thomeczek and Duncan for taking the time to submit their ideas.

New Items from the Store

We have had numerous requests for CD-Rom holders. We now have a wallet style CD Rom holder available, Item Number 58074. Unit of Issue is EA (each).

Dr. Asa Jewell sent in a Customer Feedback Suggestion stating, "Since IIC's in the field now have permission to computer generate their own business cards, re: FSIS Notice 21-00, I believe that the Field Supply Center ought to make blank business cards designed for computers available as a supply item." We agree with Dr. Jewell, and are now stocking Item Number 7823, Blank Business Card Stock, for this purpose. The Unit of Issue is PKG (package), and one package will produce 250 business cards. No individual should need to order more than one package of these at a time.

Year 2001 Calendars

See Attachment 1 to this month's edition of the *Beacon* for information on ordering calendars for 2001.

ISSUANCES

Recent Agency Issuances

by *Corinne Calhoun*
Administrative Services Division
Telephone: 301-504-4233

The following notices and directive have been issued since the September 2000 edition of the *Beacon*. Many recent issuances are available in an electronic format from the "PCDIALS" library in Opendesk and from the "Agency Issuances" public folder in the Exchange mail system (Outlook).

Notice 32-00 (8/22/00)

Relocation of the Planning Staff, Office of Management, and the Office of Public Health and Science

Notice 33-00 (8/30/00)
Submitting FSIS Form 5110-1, Services Rendered

Notice 34-00 (8/30/00)
Time and Attendance (T&A) Reporting Procedures for Pay Period 20

Notice 35-00 (8/30/00)
Equal Employment Opportunity Policy Statement

Notice 36-00 (8/31/00)
Prevention of Sexual Harassment Policy Statement

Notice 37-00 (9/7/00)
Interview Policy for GS 13 Through 15 Positions

Directive 4451.10, Revision 1, (9/6/00)
Field Operations Merit Award Program for Excellence
Directives and notices are distributed automatically to applicable Agency employees and offices. Additional copies are available from:

USDA FSIS ASD P&DS
MAILDROP 5241
5601 SUNNYSIDE AVENUE
BELTSVILLE MD 20705-5241

Telephone: 301-504-4242
Fax: 301-504-4277

VEHICLES

Reporting Monthly Mileage

by *Brian McNiff*
Administrative Services Division
Telephone: 301-504-4221

All personnel driving government vehicles are required to report their monthly mileage to GSA no later than the 20th of the month. The two methods of reporting mileage now in use are the GSA Form 494 postcard mailed to government drivers and

Mileage Express for drivers with Internet access.

In the near future GSA will eliminate the GSA Form 494 postcard method of reporting mileage. Effective immediately, GSA has initiated a telephone mileage reporting system called "Dial-A-Mile" and requests this method be used to report mileage in lieu of the GSA Form 494. Personnel with Internet capability can use either method. Dial-A-Mile can be accessed by simply dialing the toll free number 1-877-472-3773 and follow the recorded instructions. The only information you need to provide will

be the tag number of your vehicle, the mileage and your four digit access number. Your access code is printed on the GSA Form 494 above the space where you record your mileage. The code consists of four digits (one alpha and three numerical). If you do not know your access code you should contact your servicing Fleet Management Center and they will provide you with the correct access code.

It is the responsibility of all government drivers to report their mileage each month in a timely manner. The agency vehicle bill is dependent on the accurate mileage

reported each month for all government vehicles assigned to FSIS.

To comment on this newsletter or to submit an article for publication, please contact:

Kevin Dressman
Editor, *The Beacon*
USDA, FSIS, OM
Mail Drop 5250
5601 Sunnyside Avenue
Beltsville, MD 20705-5250
Tel: 301-504-4247
Fax: 301-504-4275
kevin.dressman@usda.gov

The current and past editions of *The Beacon* are available electronically in the "Newsletters" public folder on the Exchange (Outlook) mail system as well as on the FSIS Website at: www.fsis.usda.gov/om/adserv.htm

ATTACHMENT 1

Year 2001 Calendars

Wall Calendars for 2001 have been distributed to all Meat, Poultry and Egg Products plants, 1 calendar per plant, to the attention of the USDA Inspector. Wall Calendars will also be distributed to every Relief Inspector, Circuit Supervisor, Field Office and Headquarter Program Office. All other types of Year 2001 Calendars are now available for ordering from Landover. To order 2001 Calendars, use the number listed in the catalog for the type of calendar desired, and simply add a "1" to the beginning of the number. The Item Numbers for the different types of calendar available are listed below. District Offices may also order calendars directly from GSA; the NSN number for each type of calendar is also shown, for these purposes.

<u>Calendar</u>	<u>Our Item Number</u>	<u>NSN Number</u> (For Ordering from GSA)
Desktop, Daily Flipover, Regular, 3" x 3-5/8"	17137	7510-01-450-5401
Desktop, Daily Flipover Executive, 3-5/8" x 5-7/8"	17145	7510-01-450-5455
Daily Pocket Planning Set W/12 month diaries, 3-1/2"x6", & File Box	13962	7510-01-450-5428
Monthly Activity Schedule 11" x 8-1/2" (OF-67)	17170	7540-01-450-5429
Appointment Book, 2-Page Weekly Display, 15 Minute Increments, 8-1/2" x 11"	17188	7530-01-450- 5445
Desk Blotter Pad, Monthly, 17"x 22"	17196	7510-01-450-5465
Wall Calendar	17161	7510-01-450-5459

C, F, and G Fund Monthly Returns
September 2000

Months	C Fund	S&P 500 Stock Index	F Fund	Lehman Brothers U.S. Aggregate Bond Index	G Fund
1995 (Jan. - Dec.)	37.41%	37.58%	18.31%	18.47%	7.03%
1996 (Jan. - Dec.)	22.85%	22.96%	3.66%	3.63%	6.76%
1997 (Jan. - Dec.)	33.17%	33.36%	9.60%	9.65%	6.77%
1998 (Jan. - Dec.)	28.44%	28.58%	8.70%	8.69%	5.74%
1999 (Jan. - Dec.)	20.95%	21.04%	(0.85%)	(0.82%)	5.99%
1999	%	%	%	%	%
April	3.86	3.87	.29	.32	.46
May	(2.36)	(2.36)	(0.89)	(0.88)	.47
June	5.54	5.55	(0.33)	(0.32)	.49
July	(3.14)	(3.12)	(0.43)	(0.42)	.52
August	(0.50)	(0.50)	(0.05)	(0.05)	.53
September	(2.78)	(2.74)	1.15	1.16	.51
October	6.34	6.33	.38	.37	.53
November	2.00	2.03	(0.01)	(0.01)	.51
December	5.90	5.89	(0.45)	(0.48)	.54
2000					
January	(5.03)	(5.02)	(0.34)	(0.33)	.56
February	(1.93)	(1.89)	1.22	1.21	.53
March	9.74	9.78	1.32	1.32	.55
April	(2.98)	(3.01)	(0.29)	(0.29)	.52
May	(2.05)	(2.05)	(0.03)	(0.05)	.54
June	2.44	2.47	2.07	2.08	.53
July	(1.56)	(1.56)	0.89	0.91	.53
August	6.19	6.21	1.46	.145	.52
Last 12 Months *	16.17	16.32	7.59	7.56	6.55

Percentages in () are negative.

The C Fund is invested in the Barclays Equity Index Fund, which tracks the S&P 500 stock index. The F Fund is invested in the Barclays U.S. Debt Index Fund, which tracks the Lehman Brothers U.S. Aggregate bond index. The G Fund is invested in special issues of U.S. Treasury securities.